

## Checklist for Completing the Shipper's Declaration

December 1, 2006

- ☐ **Shipper:** Full name and address of the shipper. Check with your carrier to see if the phone number of the shipper is also required.
- ☐ **Consignee:** Full name and address of the consignee (recipient). For Category A, Infectious Substances, also enter the name and telephone number of a responsible person to contact in case of an incident. This is NOT the 24-hour emergency number. Put in as: "Name and number of Person Responsible: Jane Doe 1-999-999-9999."
- ☐ **Air Waybill Number:** The appropriate air waybill number for the shipment. This information may also be entered or amended by the shipper, his agent, or by the airline or its handling agent.
- ☐ **Page of Pages:** The appropriate page number and the total number of pages of the Shipper's Declaration for Dangerous Goods.
- ☐ **Aircraft Limitations:** Indicate whether the shipment is packaged to comply with the limitations for passenger and cargo aircraft OR cargo aircraft only. Mark out the box (usually done by Xing it out) that does not apply.
- ☐ **Airport of Departure:** Enter the full name of the airport or city of departure, if known. This information may also be entered or amended by the shipper, his agent or by the airline or its handling agent.
- ☐ **Airport of Destination:** Enter the full name of the airport or city of destination, if known. This information may also be entered or amended by the shipper, his agent or by the airline or its handling agent.
- ☐ **Shipment Type:** Denote whether the substance is "NON-RADIOACTIVE" or "RADIOACTIVE." This is usually done by Xing out the box that is not appropriate for your shipment.
- ☐ **Nature and Quantity of Dangerous Goods:** Enter the required information strictly in accordance with the regulations you are following (e.g. air: IATA 8.1.6.9, land: 49 CFR, mail: 39 CFR). Check with your carrier for detailed information specific to your shipment. This is the most important part of the declaration.
  - ☐ **UN or ID Number:** Always enter the UN or ID number preceded by the prefix UN or ID. For infectious substance, affecting humans use "UN2814" and for Dry Ice use "UN1845."
  - ☐ **Proper Shipping Name:** Enter proper shipping name for the dangerous good(s) being shipped. A technical name in parenthesis is required. Example: "Infectious Substance, affecting humans (Hepatitis Virus)" or "Infectious Substance affecting humans (Suspected Category A, Infectious Substance)." If using Dry Ice, you may use "Dry Ice" or "Carbon dioxide, solid" as the proper shipping name.

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- ☐ **Class or Division:** Enter class or division. Example: 6.2 for Category A, Infectious Substances and 9 for Dry Ice.
- ☐ **Packing Group:** Not applicable for infectious substances. If Dry Ice is used, the Packing Group is "III."
- ☐ **Subsidiary Risk:** None for infectious substances, leave blank.
- ☐ **Quantity and Type of Packing:** Enter the total net quantity of dangerous goods and the type of material of the outer container (for example: 0.03 kg packed in one Fibreboard box or 1 Fibreboard box x 0.03 kg or 1 4G x 0.03 kg). If shipping with Dry Ice, the quantity must be entered (example: 3 kg). When two or more different dangerous goods are packed in the same outer package, the words "All packed in One" must immediately follow the relevant entries declared above. When an overpack is used, the wording "Overpack Used" must be inserted on the declaration form immediately after all relevant entries relating to the packages within the overpack.
- ☐ **Packing Instruction:** For Category A, Infectious Substances (UN2814 or UN 2900) transported by air (IATA), use 602. If shipping by air (IATA) with Dry Ice, use 904.
- ☐ **Authorization:** This is where a special provision number, such as A81, is entered if used.
- ☐ **Additional Handling Information:** For Category A, Infectious Substances there is one item that must be noted here. The **24-hour Emergency Telephone Number** (cannot be a beeper or a voicemail, but can be a hired company).
- ☐ **Certification Statement:** The shipper's declaration must include the certification statement and the air transport statement.
- ☐ **Name and Title of Signatory:** Enter the name and title of the person signing the shipper's declaration.
- ☐ **Place and Date:** Enter the place and date to indicate where and when the form is signed.
- ☐ **Signature:** The Declaration must be completed and signed by the shipper. The signature should be handwritten; however, facsimile signatures, such as a stamp, are acceptable where applicable laws and regulations recognize the legal validity of the facsimile signatures. Typewritten signatures are not acceptable.

**Note:** Never use whiteout. Always make changes by striking out incorrect information, carefully adding the correct information and then signing the correction (no initials). The shipper's declaration must always be filled out completely.